

# California Department of Corrections Financial Information Memo

<b>SUBJECT:</b>	<b>FIM NUMBER:</b>
RELEASE FUNDS TO INMATES GOING TO DRUG TREATMENT FURLOUGH	<b>2004-10</b>
<b>REFERENCES:</b>	<b>DATE: August 17, 2004</b>

## **DISTRIBUTION**

Regional Administrators – Institutions Division  
Regional Parole Administrators  
Wardens

## **PURPOSE**

This Financial Information Memo establishes the policy and procedure for issuing release funds to inmates assigned to an Office of Substance Abuse Programs (OSAP) Drug Treatment Furlough (DTF) facility.

## **BACKGROUND**

The Budget Management Office issues allotments to institutions to fund payment of release funds to inmates. Some inmates are assigned to interim facilities to complete specialized treatment programs before final release from custody. One of those treatment programs is the DTF.

Experience has shown significant workload savings where the release check is issued by the institution upon the inmate's release or transfer, as opposed to creating a second CDC Form 102, issuing two checks, reconciling the listings, and adjusting the allotments.

## **DISCUSSION**

Upon release to the DTF, the inmate's Trust Account balance is transferred with the inmate. The inmate's records are also provided to the DTF facility. At the same time, the inmate's release check must be prepared and sent with the inmate's records to the OSAP Parole Agent II (PA II) at the receiving DTF.

The PA II maintains responsibility to distribute the release funds to the inmate according to DTF program guidelines and inmate need. Upon an inmate's completion of the treatment program and release from the facility, the PA II shall ensure the balance of the inmate's Trust Account and remaining release funds are provided to the inmate.

If the inmate is returned to an institution, the PA II shall ensure that the Trust Account balance is returned to the institution. In addition, all or any remaining release fund balance shall be returned to the institution for deposit by the Regional Accounting Office as abatement to the original payment.

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### **ACTION REQUIRED**

Institutions shall schedule payment of release funds for inmates transitioning to a DTF facility as part of the release process. The release funds shall accompany the inmate's records and Trust Account funds provided to the DTF PA II.

The PA II shall process the release funds and Trust Account according to policy and procedure established by OSAP for the DTF.

If you have further questions regarding this FIM, please contact Glenn Lavin, Correctional Administrator, Office of Substance Abuse Programs at (916) 445-4464.

### ***ORIGINAL SIGNED BY***

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